DOCUMENT RESUME

ED 195 137 FL 011 957

TITLE	Finding a Job. Unit I: Reading Want Ads and Using Employment Agencies. Student Lesson #2. English for Living.
INSTITUTION	New York State Education Dept., Albany. Bureau of Bilingual Education.
SPONS AGENCY	Office of Bilingual Education and Minority Languages Affairs (ED), Washington, D.C.
PUB DATE	79
CONTRACT	G0077C0041
NOTE	15p.: For related documents, see FL 011 955-975.
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Adolescents: *English (Second Language): Job Application: *Job Search Methods: Reading Instruction: Secondary Education: Second Language Instruction: Units of Study
IDENTIFIERS	Employment Agencies: *Survival Competencies: Want Ads

ABSTRACT

To assist the youthful learner of English as a second language in dealing with help-wanted ads and employment , agencies, a series of dialogs, comprehension questions, readings, and points of discussion are presented. The text is illustrated with sample forms. (JB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED195137

STUDENT LESSON #2

FINDING A JOB
UNIT I
READING WANT ADS AND USING EMPLOYMENT AGENCIES

English for Living

The work upon which this publication is based was performed pursuant to ESEA Title VII Contract #G0077C0041 of the United States Office of Education to the New York State Education Department. It does not, however, necessarily reflect the views of that agency or the New York State Education Department.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

N.Y. State Dept. of Education

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

FL 011 481

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Bureau of Bilingual Education
Albany, New York 12234

1979

JUN 9 1980

OBJECTIVES

When you finish this module you will be able to:

1. Read and understand the Help Wanted advertisements.
2. Answer questions asked at an employment agency.
3. Fill out a job application form.
4. Answer questions asked in an interview at an employment agency.

UNIT I

SITUATION SETTER

One way to find out about job openings is to look in the newspaper at the Help Wanted advertisements. The Help Wanted advertisements are in the classified section of the newspaper. The jobs are usually listed in alphabetical order.

Some ads give you a lot of information about a job. Other ads give you very little information. Every ad will include either a telephone number to call, an address to write to, or a place to go. An ad may tell you to call or go to an employment agency.

HELP WANTED ADS — WORDS AND ABBREVIATIONS

These are some of the words you will find in the Help Wanted ads:

Apply in Person – you must go to the address given to apply for the job.

Call for Interview/
Call for Appointment – you must telephone to find out when you can go for an interview.

Fee Paid – the employment agency's fee will be paid by the employer.

Full time – 40 hours a week or 5 days a week.

Part time – less than 40 hours a week or less than 5 days a week.

Temporary Assignments – work only for a short period of time. It may be only one day or a week or two.

The advertisments often use abbreviations or shortened words. These are some of the abbreviations used in the Help Wanted ads.

exp. – experience
pref. – preferred
ref. – references
req. – required
hr. – hour
co. – company
app't. – appointment

READING: HELP WANTED

Here are some ads from the Help Wanted section of the newspaper. Read them, and see if you can answer the questions.

CASHIER, part-time. Apply in person. 9 a.m. to 2 p.m. ShopRise. Wolf Road.

CLERK/TYPIST – Temporary Assignments—No exp. necessary. Call the Baker Agency—332-3232.

RECEPTIONIST – $130. Fee Paid. Busy office. Typing req. Call Dunbar Employment Agency. 489-6232.

SALESPERSON – Part-time Ladies clothing. $2.50/hr. Apply in person 16 Colvin Ave. 6-9 p.m.

SECRETARY for Construction Co. Experience pref. Good typing skills & shorthand req. For interview call 334-3923.

TAXIDRIVERS – Exp. pref. Must have license. Apply in person. State Cab Company, 123 Central Ave.

BABYSITTER – my home. 4–6 Mon.-Fri. One child, age 6. 459-3737.

HOUSECLEANING – private home, 3–6 Mon., Wed. exp., own transportation. 382-8585.

KITCHEN ASSISTANT – part time, 4 hrs. daily. Apply in person Tues. 3:30–6:00. Press Box Restaurant, 326 State St.

MECHANIC'S HELPER – station attendant. Must be able to do light mechanical repairs. Neat and dependable. Apply Glenville Car Care Center, Rt. 50, Glenville.

COUNSELORS – overnight children's camp near Albany. Arts & crafts, photography. 489-3000.

PART-TIME – office cleaning, 4–7, 3 days a week. Call 559-3232.

25 PEOPLE NEEDED for telephone sales work in the Albany area. No exp. necessary, morning and evening shifts available. We train, students welcomed. Apply at 228 Nott St.

RECEPTIONIST for animal hospital, Latham area. 3–8 p.m. & some Sat.'s. Box 29H Gazette.

PART-TIME STOREROOM PERSON. 3–7 p.m. Weekdays.
100 State St. Albany.
Call Mr. Brown 253-8000
between 3–5 p.m. An equal
opportunity employer.

MOVER'S HELPER. Part time. $3.50 to start. Call 781-5500.

DISCUSSION QUESTIONS

1. Would you be interested in any of the jobs listed? If so, which ones?
2. Which ads were put in by employment agencies? Which one charges a fee? Who pays it?
3. What information do most of the ads include? What things are not included that you would ask about?
4. Do you have a part-time job? How did you find it?

* * * * * *

If you find an ad for a job that sounds interesting to you, and you want to find out more about the job, call the telephone number, write a letter, or visit the address given.

DIALOG

Bruno found an advertisment for a mechanic's job in today's Help Wanted ads. A telephone number was given. He's calling to find out if the job is still open.

Voice: Joe's Service Station.

Bruno: Hello, my name is Bruno Giordano, and I'm interested in the mechanic's job you advertised in the Times Union. Is the position still open?

Voice: Yes, it is. Can you come in for an interview tomorrow at 9:30?

Bruno: Yes, I can. Thank you.

COMPREHENSION QUESTIONS

1. What kind of a job is Bruno looking for?
2. Where did he find the ad for the job?
3. What does he do to find out more about the job?
4. Is the job still open?
5. Where is the job?
6. When is his interview?

USING EMPLOYMENT AGENCIES

Another way to find out about job openings is to go to an employment agency. An employment agency has a job file. This means that they have a list of jobs and they will try to find the right one for you. There are two kinds of employment agencies. One is a public agency, such as the New York State Employment Service. The other is a privately owned business, such as Dunbar Employment Agency. The public agency is free; the private agency charges a fee for its service. Sometimes you pay this fee; sometimes the employer pays it.

When you go to an employment agency, the first thing you usually do is talk with an employment counselor. After that, the counselor asks you to fill out an application form. This form asks about the type of job you want, your education, your training, and your job experience.

COMPREHENSION QUESTIONS

1. What is another way to find out about job openings?
2. What is an employment agency?
3. What are two kinds of employment agencies? How are they different?
4. What is a job file?
5. What is a fee?
6. What happens when you go to an employment agency?
7. What kinds of questions should you be ready to answer?

DIALOG

Bruno just graduated from high school. He needs to find a job. He went to the Dunbar Employment Agency. Bruno is talking to Mrs. Price, the employment counselor, about a job.

Mrs. Price: Good morning. How are you?

Bruno: Fine, thank you.

Mrs. Price: What kind of job are you looking for?

Bruno: I'm looking for a job as a manager.

Mrs. Price: There's an opening for a management trainee with the Star Ice Cream Corporation. Are you interested?

Bruno: Yes, I am.

Mrs. Price: O.K. I'll call them and arrange an interview for you.

Bruno: Thank you.

COMPREHENSION QUESTIONS

1. Why did Bruno go to the Dunbar Employment Agency?
2. Who is he talking to?
3. What does Mrs. Price ask Bruno?
4. What kind of job is Bruno looking for?
5. Where is there a job opening?
6. What does Mrs. Price say she will do?

MICROCONVERSATION 1: Practice these conversations with another student.

Student A: What kind of position are you looking for?
job

Student B: I'm looking for a position as a mechanic.
job secretary.
waitress.
cook.
bank teller.
truck driver.
waiter.

MICROCONVERSATION 2

Student A: Do you have any experience?

Student B: Yes, I was a part-time cook for two years.
secretary
clerk

MICROCONVERSATION 3

Student A: Do you have any openings for a mechanic?
waitress?
secretary?
waiter?

Student B: Yes, we do.
No, we don't.

MICROCONVERSATION 4

Student A: What did you study in high school?

Student B: I studied mechanics.
food service.
hairdressing.
printing.
bookkeeping.

Here is an application from the Dunbar Employment Agency. Dunbar is a private employment agency, therefore, there is also a contract you must sign. The contract tells the fee you must pay if the agency finds a job for you.

Please fill out completely, sign where indicated & return

[8]

Counselor _____ File _____ Rate _____

NAME Tran (last) Hoa (first) _____ Date 12/76

ADDRESS 124 (number) main Street (street) Albany (city) New York (state) 12221 (zip) 2½ years (How Long)

Phone 459-6718 Alternate phone 459-2332 Height 5'2" Wgt. 150 Birthdate Na Trang

Marital Status Single How Long — Spouse Employer — How Long — Ages of Children —

Car Available? Yes ☑ No ☐ Busline? Yes ☑ No ☐ How referred to Dunhill? a friend

EMPLOYMENT HISTORY

	Latest Job	Previous Job	Prior Job
Employment Dates	10/75 to 1/76	4/75 to 9/75	11/74 to 3/75
Company & Division	Getty Service Station	AAA Car Care	The Menu Man
Address	Central Avenue Colonie	Schenectady Road, Latham	Twenty Mall Guilderland
Type of Company	Gas Station & Repairs	Auto Repair Towing	Restaurant
Phone Number	459-6832	123-1231	456-4561
Supervisor's Name	Bob Jones	Charles Jackson	Mrs. Gladstone
Size of Office Staff	two	one	four
Title & Duties	pumped gas, minor repairs on cars & trucks	drove tow truck repaired cars	waiter
Earnings – Begin/end	2.50/hr, 2.75/hr	2.50/hr, 2.50/hr	2.30/hr, 2.50/hr
Reason for Leaving	Enrolled in school	laid off-not enough work	not enough pay

H.S. ✓ Yr. Grad. 1962 Business School Craig's

Major Science Major Keypunch

College 1 2 3 4 · Deg. — Dates — School —

Major — Minor —

Companies or agencies who now have your application: New York State Employment

Position Desired Keypunch Operator

Salary Desired 3.50/hr.

Location Colonie

When Available for Interviews? mornings

What did you like best about your previous jobs? I was given a lot of responsibility

What did you like least about them? Not enough pay

What do you do best of all? Program & run computers

What are the most important things that you would want to find in your new job? Chance for advancement, good salary

Names of 2 references that we may contact.

1. Name Mr. Tom Hendriks
   Co. Employed Adult Learning Center
   Phone No. 458-3216
   Employed As Director
2. Name Mrs. Colette Green
   Co. Employed Macy's
   Phone No. 462-3315
   Employed As Head of Sales Dept.

SKILLS

	Test			Yes	How Long		How Long
Typewriter/Elec/Man			Bookkeeping			PBX	
Shorthand/Speedwriting			System Used			Call Director	
Dictaphone			Asset/Full Chg.			Calculator	
Billing—Hand/Mach			Trial Bal/P & L			Comptometer	
MTST—Card/Tape			Accts Rec/Accts Pay			Keypunch	6 months
Statistical Typing			Payroll #			Teletype	
			Hand—Computer			Addressograph	

This Application Card is intended for use by those seeking an office position.
Dunhill refers qualified applicants without regard for race, color, religion, sex, age, or national origin.

form 103

Please fill out completely, sign where indicated & return

[6]

Counselor _____ File _____ Rate _____

NAME _____ Date _____
last first middle

ADDRESS _____
number street city state zip How Long

Phone _____ Alternate phone _____ Height _____ Wgt. _____ Birthdate _____

Marital Status _____ How Long _____ Spouse Employer _____ How Long _____ Ages of Children _____

Car Available? Yes ☐ No ☐ Busline? Yes ☐ No ☐ How referred to Dunhill? _____

EMPLOYMENT HISTORY

	Latest Job	Previous Job	Prior Job
Employment Dates	to	to	to
Company & Division			
Address			
Type of Company			
Phone Number			
Supervisor's Name			
Size of Office Staff			
Title & Duties			
Earnings – Begin/end	/	/	/
Reason for Leaving			

H.S _____ Yr. Grad. _____ Business School _____
Major _____ Major _____

College 1 2 3 4 Deg. _____ Dates _____ School _____
Major _____ Minor _____

Companies or agencies who now have your application.

_____
_____
_____
_____

SKILLS

	Test			Yes	How Long		How Long
Typewriter/Elec/Man			Bookkeeping			PBX	
Shorthand/Speedwriting			System Used			Dail Director	
Dictaphone			Acct/Full Chg			Calculator	
Billing—Hand/Mach			Trial Bal/P & L			Comptometer	
MTST—Card/Tape			Accts Rec/Accts Pay			Keypunch	
Statistical Typing			Payroll #			Teletype	
			Hand—Computer			Addressograph	

Position Desired _____

Salary Desired _____
Location _____
When Available for Interviews? _____
_____

What did you like best about your previous jobs?
_____
_____

What did you like least about them? _____
_____
_____

What do you do best of all? _____
_____
_____

What are the most important things that you would want to find in your new job? _____
_____
_____

Names of 2 references that we may contact.

1. Name _____
   Co. Employed _____
   Phone No. _____
   Employed As _____

2. Name _____
   Co. Employed _____
   Phone No. _____
   Employed As _____

This Application Card is intended for use by those seeking an office position.
Dunhill refers qualified applicants without regard for race, color, religion, sex, age, or national origin.

form 103

YOU ARE REQUIRED BY LAW TO SIGN A CONTRACT

We offer our services to you on the following terms and conditions:

(1) For any employment you accept through our direct aid our service charge to you, based upon New York State law, will be as follows:

(2) CONDITIONS ON FEE PAID POSITIONS: In the event that I accept employment where the employer has agreed to pay the fee, I understand that such payment is contingent on my reporting to work as agreed and my continuing such employment. In the event, however, that I do not report to work as agreed or I am discharged for cause or leave on my own accord, then and in any such event, I am obligated to pay said fee in accordance with paragraphs three, four, five and six of this contract, provided, however, that the employer is not obligated to pay the fee or has not paid the fee.

(3) REGULAR EMPLOYMENT: 25% of the total amount of the first full month's agreed salary or wages, if less than $225; 35%, if at least $225 but less than $270; 40%, if $270 but less than $300; 45%, if $300 but less than $330; 50%, if $330 but less than $385; 55%, if $385 but less than $400; 60%, if $400 or more.

(a) Providing, however, that where I will be paid on a straight commission basis or on the basis of a drawing account plus commission, the gross fee shall be the percentages in the aforementioned schedule applied to an amount equivalent to 1/12th of the first year's earnings as estimated by the employer.

(4) TEMPORARY EMPLOYMENT: When all parties to the employment agreement understand and agree, at the time of employment, that it shall be for a period shorter than 4 months, our service charge shall be 50% of the foregoing applicable fee or 10% of the salary or wages you received, whichever is less.

(5) PAYABLE: Our fee is fully earned and due when you accept such offer of employment made by or on behalf of the employer but if such employment is within the Continental United States, same may be paid in equal installments either on your first 3 paydays or during the first 6 weeks, whichever period is shorter.

(6) MODIFICATION: (a) If after you accept the employment you subsequently decide not to comply therewith and do not report for work, our fee shall be one-quarter of that outlined in Clause (3) unless you remain with your same employer in which case our fee shall be one-half of that outlined in Clause (3); (b) if the employment is terminated without your fault 10% of the salary or wages you receive; (c) if it is terminated under any other circumstances, 50% of the salary you receive, with the limit being the maximum fee outlined under Clause (3).

(7) CONFIDENTIAL: All information you receive from us is solely for your use and benefit. It must not be divulged to any other person.

YOUR ACCEPTANCE:
I have read and hereby accept the terms and conditions outlined above. I agree to immediately notify this agency the result of the interview with the employer to which it directs me. I hereby acknowledge that I have received a copy of this agreement indicating the fee I am to pay for your service and a copy of Sections 185 and 186 of the General Business Law.

DUNBAR OF ALBANY, INC.
AGENCY

Applicant's Signature: Hoa Tran

Date 12/3/76 Social Security No. 123-689-520

SAMPLE FEE CALCULATIONS

WEEKLY	FEE	WEEKLY	FEE	WEEKLY	FEE
70	136.50	105	273.00	140	364.00
75	146.25	110	286.20	145	377.00
80	173.34	115	299.00	150	390.00
85	202.58	120	312.00	155	403.00
90	214.50	125	325.00	160	416.00
95	247.00	130	338.00	165	429.00
100	260.00	135	351.00	170	442.00

DUNBAR OF ALBANY INC. (agency)

I hereby authorize Dunbar of Albany Inc to repr[illegible] me and to check my references (except current employer). I und[illegible]t such investigations may include information on my chara[illegible], [illegible] reputation, personal characteristics, and mode of living as well [illegible] my kno[illegible]ge, skill, work attendance and attitude. I understand that I have a right [illegible]ve a request to Dunb[illegible] to learn the nature and scope of these reports.

Date 12/3/76 Signed X Hoa Tran

Date	Company	Position	Result

REACTIVATION

Date	Company	Position	Result	React Date

YOU ARE REQUIRED BY LAW TO SIGN A CONTRACT

We offer our services to you on the following terms and conditions:

(1) For any employment you accept through our direct aid our service charge to you, based upon New York State law, will be as follows:

(2) CONDITIONS ON FEE PAID POSITIONS: In the event that I accept employment where the employer has agreed to pay the fee, I understand that such payment is contingent on my reporting to work as agreed and my continuing such employment. In the event, however, that I do not report to work as agreed or I am discharged for cause or leave on my own accord, then and in any such event, I am obligated to pay said fee in accordance with paragraphs three, four, five and six of this contract, provided, however, that the employer is not obligated to pay the fee or has not paid the fee.

(3) REGULAR EMPLOYMENT: 25% of the total amount of the first full month's agreed salary or wages, if less than $225; 35%, if at least $225 but less than $270; 40%, if $270 but less than $300; 45%, if $300 but less than $330; 50%, if $330 but less than $365; 55%, if $365 but less than $400; 60%, if $400 or more.

(a) Providing, however, that where I will be paid on a straight commission basis or on the basis of a drawing account plus commission, the gross fee shall be the percentages in the aforementioned schedule applied to an amount equivalent to 1/12th of the first year's earnings as estimated by the employer.

(4) TEMPORARY EMPLOYMENT: When all parties to the employment agreement understand and agree, at the time of employment, that it shall be for a period shorter than 6 months, our service charge shall be 50% of the foregoing applicable fee or 10% of the salary or wages you received, whichever is less.

(5) PAYABLE: Our fee is fully earned and due when you accept such offer of employment made by or on behalf of the employer but if such employment is within the Continental United States, same may be paid in equal installments either on your first 3 paydays or during the first 6 weeks, whichever period is shorter.

(6) MODIFICATION: (a) If after you accept the employment you subsequently decide not to comply therewith and do not report for work, our fee shall be one-quarter of that outlined in Clause (3) unless you remain with your same employer in which case our fee shall be one-half of that outlined in Clause (3); (b) if the employment is terminated without your fault 10% of the salary or wages you receive; (c) if it is terminated under any other circumstances, 50% of the salary you receive, with the limit being the maximum fee outlined under Clause (3).

(7) CONFIDENTIAL: All information you receive from us is solely for your use and benefit. It must not be divulged to any other person.

YOUR ACCEPTANCE:
I have read and hereby accept the terms and conditions outlined above. I agree to immediately notify this agency the result of the interview with the employer to which it directs me. I hereby acknowledge that I have received a copy of this agreement indicating the fee I am to pay for your service and a copy of Sections 185 and 186 of the General Business Law.

DUNBAR OF ALBANY, INC.
AGENCY

Applicant's Signature

Date Social Security No.

SAMPLE FEE CALCULATIONS

WEEKLY	FEE	WEEKLY	FEE	WEEKLY	FEE
70	136.50	105	273.00	140	364.00
75	146.25	110	286.20	145	377.00
80	173.34	115	299.00	150	390.00
85	202.58	120	312.00	155	403.00
90	214.50	125	325.00	160	416.00
95	247.00	130	338.00	165	429.00
100	260.00	135	351.00	170	442.00

DUNBAR OF ALBANY INC. (agency)

I hereby authorize Dunbar _____ to represent me and to check my references (except current employer). I understand that such investigations may include information on my character, general reputation, personal characteristics, and mode of living as well as my knowledge, skill, work attendance and attitude. I understand that I have a right to make a request to Dunhil. to learn the nature and scope of these reports.

Date _____ Signed X _____

Date	Company	Position	Result

REACTIVATION

Date	Company	Position	Result	React Date